



## St Mac Dara's CC COVID-19 Response Plan 2020/2021

Updated Feb 2021

This plan was adopted by the Board of Management on 1 March 2021

Signed: James Keen  
Chairperson of Board of Management

Signed: Deirdre Ward  
Principal/ Secretary to the Board of  
Management

Date: 1/3/2021

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### Introduction

This St Mac Dara's Community College Covid-19 Response Plan is designed to support the staff of the college and Dublin Dun Laoghaire ETB in putting measures in place that will prevent the spread of Covid-19 in St Mac Dara's Community College. The Covid-19 Response Plan details the policies and practices necessary for a school to meet the Government's 'Return to Work Safely Protocol', the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHET).

It is important that the resumption of school based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHET continues to evolve, this protocol and the measures management and staff need to address may also change. The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and students while promoting the educational and

development needs of the children in the school. In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

Our Plan aims to provide an educational experience to our students that is as close to their previous experience as possible, whilst attempting to ensure the health and wellbeing of our students and all our staff. In this regard, we are implementing some necessary changes to ensure the foundation stones of good hand hygiene, coughing and sneezing etiquette and social distancing. We will have induction training for all our staff and students, which will promote best practice in these crucial steps to preventing the spread of Covid-19.

This Response Plan aims to reduce and minimise the risk to students, staff and others and should be seen as a living document, which will be updated in accordance with the public health advice. The assistance and co-operation of all staff, students, parents and visitors is critical to the success of our Plan.

**Amendments for Return to School Feb/March 2021. Appendix 3 Gov Guidelines for Re-opening of Schools Feb / March 2021.**

**Sec 4.2 Return to work Form: Check with staff that it is up to date and details remain unchanged. Student Return to school form.**

**Sec 5 Infection Prevention Control measures**

**Sec 5.3. Alcohol based sanitiser must not be stored or used near heat or naked flame.**

**Sec 5.4 Physical Distancing (Section on Ventilation)**

**Sec 98 Dealing with a suspected case of Covid-19.**

**Sec 10 Staff duties / responsibilities (not to return to school if ---)**

**Sec 11 Employee Assistance and Wellbeing Programme.**

**This document aims to provide details of the Steps within our Response Plan:**

1. Step 1 – St Mac Dara’s Community College COVID-19 Policy
2. Step 2 - Responsible Persons for Performing Tasks
3. Step 3 - Employer Information
  - a) Return to Work – Planning and Preparing
  - b) Control Measures
  - c) COVID-19 Induction / Familiarisation
  - d) Dealing with a Suspected Case of COVID-19
  - e) Cleaning and Disinfection in the Workplace
  - f) Workers Responsibilities in the Workplace
  - g) Workers Representatives
  - h) Supplementary Information
4. Covid-19 related absence management
5. Employee assistance and wellbeing programme
6. Code of Behaviour
7. Communication with parents/guardians
8. Teaching and learning

## **Appendices**

Appendix 1 – Covid-19 Policy Statement

Appendix 2 – Pre-Return to Workplace Form

Appendix 3 – Visitor/Contractor Questionnaire

Appendix 4 – Checklist for dealing with a suspected case of COVID-19

Appendix 5 – Contingency Changes Information Letter to Parents 17 Aug 2020

Appendix 6 - Message to Staff 14 Aug 2020.

Appendix 7 - Updated Guidance on Protocol for the safe return to work.

Appendix 8- Summary of additions to COVID-19 Response Plans required by 'Work Safely Protocol.

Appendix 9 - Risk Assessment COVID-19 Risk Template.

Appendix: 10 - Updated Return to Work Form information and Student return to school form. March 2021

Appendix 11 - COVID-19 College Policy Statement. March 2021

Appendix 12 - Template Return to Work Form. March 2021

Appendix 13 - Staffing temporary / flexible arrangements. March 2021

Appendix 14 Suspected COVID-19 Symptoms – Isolation Record Form. March 2021

Appendix 15 Cleaning March 2021



The assistance and cooperation of all staff, pupils, parents/guardians, contractors and visitors is critical to the success of the plan. Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from [www.Gov.ie](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie) [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie); [www.education.ie](http://www.education.ie).

The response plan is set out as a 4 step process (Fig.1) below.



Figure 1 – COVID-19 Response Plan 4 Step Programme.

## Response Plan

### STEP 1 – ST MAC DARA'S COMMUNITY COLLEGE

#### COVID-19 POLICY

St Mac Dara's Community College's COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy was signed and dated by the Board of Management on \_\_\_\_\_ and brought to the attention of our stakeholders and visitors. It can be found at **Appendix 1** and is available on our website.

## STEP 2 - RESPONSIBLE PERSONS FOR PERFORMING TASKS

We have identified suitably trained person(s) to help with ensuring that the plan is implemented and checklists are completed.

Persons have been identified who have agreed to take responsibility for carrying out tasks such as:

- role of worker representative(s)
- use of checklists to identify any areas for improvement
- regular checks to ensure the plan is being implemented
- review of risk assessments and the safety statement
- renewal of statutory certification where needed
- training
- reviewing emergency procedures and first aid

We have consulted with the persons responsible for these tasks and have:

- briefed them on the tasks and their responsibilities
- entered their name against the relevant task(s) in the Responsible Persons table (see below) and asked each responsible person to sign to indicate their agreement with carrying out the task.

<b>Responsible Persons Task Register</b>			
<b>NO.</b>	<b>TASKS</b>	<b>RESPONSIBLE PERSON(S)</b>	<b>SIGNATURE</b>
1	Person responsible for overall implementation of the plan	Derek Ward	
2	Lead Worker Representative	Rachel Lalor	
3	Lead Worker Representative	Marc Cadeau	
4	Cleaning Schedule	Edmund D'Alton	

### STEP 3 - EMPLOYER INFORMATION

<b>School Name:</b>	St Mac Dara's Community College
<b>Workplace Address:</b>	Willington Lane Templeogue, Dublin 6. W.
<b>Director / Senior Manager in the Workplace:</b>	Principal: Mr. Derek Ward
<b>Lead Worker Representative(s):</b>	Rachel Lalor Marc Cadeau
<b>Type of Business:</b>	Post Primary Community College
<b>Phone:</b>	01 4566216
<b>Email:</b>	<a href="mailto:stmacdaras@ddletb.ie">stmacdaras@ddletb.ie</a>

### STEP 4 – CHECKLISTS

#### Return to Work – Planning and Preparing

The planning and preparing phase is critical to ensure a safe return to work and covers such items as information and guidance, return- to- work forms, identifying worker representatives, revising our induction briefing, identifying and putting in place control measures and updating our safety statements, risk assessments and emergency plans.

Staff and students must self-monitor for signs and symptoms of COVID-19, which have been explained to them, and the return-to-work form will be used to assess workers' health before they enter the workplace.

**Appendix 2 Pre-Return to Work Form** – to be completed by all staff before returning to work

## Control Measures

This section deals with the measures we are implementing to prevent or minimise the spread of COVID-19 in the workplace and in our communities.

Measures which must be complied with include:

- Ensuring good Hand hygiene/frequent Hand sanitising
- Exercising Respiratory hygiene
- Ensuring Physical distancing at all times.
- All members of the school community ensuring that they Minimise contact
- Considering At-risk workers
- The requirements of Visiting Contractors /Other visitors

### ***Further Information***

Electronic Visitor/Contractor Form available on the school website. **Appendix 3**

## COVID-19 Induction / Familiarisation

Staff and students will be told about changes in the workplace and updated on new ways of working. Our usual induction, or workplace familiarisation, for new employees has been revised to include measures to help prevent the spread of the virus. All staff and students will be brought through this induction before starting back to work. The induction will be carried out in a safe manner with physical distancing measures in place.

The following range of items will be discussed and brought to the attention of staff and students:

- Communication system
- Return-to work form (staff only)
- Signs and symptoms of COVID-19 (at home and in the workplace)
- Information on how the virus is spread
- Control measures to help prevent infection
- COVID-19 contact log
- Worker Representative(s)
- Changes to risk assessments and safety statement
- Changes to emergency plans and first aid procedures
- Minimising contact
- Reporting procedures

DDLETB require all staff to attend online training in advance of their return to work. On completion, an email is sent to the Principal to confirm training has been completed. The Principal retains this log. In addition, staff will attend induction on return to work, following which they will be asked to submit an electronic form based on Checklist 2.

### **Dealing with a Suspected Case of COVID-19 –**

This details our procedure to be followed in the event of someone developing the signs and symptoms of COVID-19 while at work or while on school premises.

We have assigned a manager (Derek Ward) and put in place an isolation team (Senior Management Team Derek Ward, Noel Donnelly and Cormac Cassidy) to manage this situation, and provided them with information on how to do this safely. We have also identified and marked an isolation area(s) to be used to isolate the affected person from the rest of the school community and procedures to be followed to enable them to safely leave the premises.

### **Further Information - see Appendix 4**

- Health and Safety Authority Checklist No.4 - Dealing with a Suspected Case of COVID-19

### **Cleaning and Disinfection in the Workplace**

We have put in place an effective cleaning and disinfection system as regular cleaning and disinfection will help reduce the spread of the virus. We have arranged for frequently touched surfaces, such as desks, chairs, door handles, light switches, kitchen appliances etc. to be cleaned a number of times daily.

If disinfection of contaminated surfaces is needed, this will be done in addition to cleaning.

Workers will be provided with cleaning materials to keep their own workspace hygienically clean and advised to regularly clean any personal items brought in from home.

Cleaning staff will be given information and instruction in relation to the new procedures.

### Workers Responsibilities in the Workplace

Aside from the usual day to day responsibilities that staff and students must comply with, the introduction of COVID-19 into society brings new challenges that staff need to be aware of so that the return to work safely protocol can be implemented effectively.

Staff must keep themselves updated on the latest advice from Government and the HSE. They must also co-operate in maintaining the control measures put in place to help prevent the spread of the virus and report any issues or concerns they may have.

### Workers Representatives

We have appointed two worker representatives to ensure that COVID-19 measures are followed. Worker representatives will receive training and information on the role and the measures that have been put in place to help prevent the spread of the virus. Staff will be informed who their worker representatives are.

Good communications channels in the workplace are essential for all stakeholders. Staff should engage with the worker representatives, to highlight concerns, report defects, submit ideas and identify improvements in the workplace.

### Morning Break and Lunch Break.

While in class, during movement and when outside students remain in their assigned pods.

Lunch break will be staggered i.e.  
4/5/6 years at 12 20pm  
1/2/3 years at 1pm.

**Note** Assembly points outside at lunch break for 1<sup>st</sup> years and 2<sup>nd</sup> years are different from morning break.

Year Group	Assembly Point Morning Break	Assembly Point Lunch Break
1st Years	Outside Block A	PE Hall 1pm
2 <sup>nd</sup> Years	Outside Block H	Tennis Court. 1pm.
3rd Years	Basketball Court outside JC student entrance	Basketball Court outside JC student entrance. 1pm
4 <sup>th</sup> and 5 <sup>th</sup> Years	PE Hall area.	PE Hall area. 12 20pm

6 <sup>th</sup> Years	Tennis court area	Tennis court area, 12 20pm
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## 1st Years

### Morning before school

Enter via reception at start of the day to access Base area A and go to class.  
Base area rooms are A2/A3/A4/A6/D2/D1

### Morning Break

Exit via reception at 10am morning break on an agreed coordinated rota.  
Assemble outside reception and at the back of A block at back of reception area and on courtyard outside base A5.  
When bell rings students remain until each class group is instructed by prior arrangement i.e. class by class to return.  
If returning to an option room or Science then enter via external doors of those rooms.

1st years based in base area D for morning break.  
Two 1st year classes Ferns and Kells in base area D may exit via reception therefore **internally** down the corridor from base area D past room B1 to reception.

### Lunch break

Exit via reception at 1pm lunch break on an agreed coordinated rota.  
Students go home for lunch where possible therefore exit via reception.  
Lunch to be taken at home (if going home) in class until 1 10pm or outside.

Lunch for years 1/2/3 is at 1pm. Assembly point at lunch break for 1<sup>st</sup> years is outside the PE Hall.  
When bell rings students remain until each class group is instructed by prior arrangement i.e. class by class to return.  
If returning to an option room or Science then enter via external doors of those rooms.

Movement to Option classes will be via reception in an ordered way, arranged class by class.  
The students enter options via external doors for Practical Subjects, Science.  
Students exit these rooms via external doors and return to base area A via reception.  
For Tech Graphics L6 enter base area H. Exit base area H.  
For Home Economics enter at J entrance. Exit at Junior Student entrance.  
If returning to Base Area A return via reception.

### End of the school day

Exit by prior arrangement class by class via reception.

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## 2nd Years

### Morning before school

Enter via Base Area D at start of the day and go to class.  
Base rooms are: A1/B1/C1/D5/D3/G2.

### Morning Break

Exit via base area D at 10am morning break on an agreed coordinated rota.  
Assembly point at morning break for 2<sup>nd</sup> years is outside base area H.



When bell rings students remain until each class group is instructed by prior arrangement i.e. class by class to return via base area D.  
If returning to an option room or Science then enter via external doors of those rooms.

**Note:** Class Achill in room A1 exit via reception and go to the basketball courts via the front of the school building and when returning to A1 return the same way through reception.

### **Lunch break**

Exit via base area D at 1pm lunch break on an agreed coordinated rota.  
Students go home for lunch where possible therefore exit via base area D.

Lunch to be taken at home (if going home) in class until 1 10pm or outside.

**Note:** Class Achill in room A1 exit via reception and go to the basketball courts via the front of the school building and when returning to A1 return the same way through reception.

Assembly point at lunchtime 1pm for 2nd Years is on the Tennis Court area.

When bell rings students remain until each class group is instructed by prior arrangement i.e. class by class to return.  
If returning to an option room or Science then enter via external doors of those rooms.

Movement to Option classes will be via base area D in an ordered way, arranged class by class.  
The students enter options via external doors for Practical Subjects, Science.  
Students exit these rooms via external doors and return to base area D via external door base area D.  
For Tech Graphics L6 enter base area H. Exit base area H.  
For Home Economics enter at J entrance. Exit main JC student entrance.

If returning to Base Area D return via base area D exit door.

### **End of the school day**

End of day exit by prior arrangement class by class via base area D.

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## **3rd Years**

### **Morning before school**

Base area rooms are Oratory/F1/G1/G6/G3/G4.

Enter via Base Area G at start of the day.  
Exit via base area G at 10am morning break on an agreed coordinated rota.  
Assembly point for 3<sup>rd</sup> years is on the basketball court / car park area outside JC student entrance.

When bell rings students remain until each class group is instructed by prior arrangement i.e. class by class to return via base area G.  
If returning to an option room or Science then enter via external doors of those rooms.

### **Lunch break**

Exit via base area G at 1pm lunch break on an agreed coordinated rota.  
Lunch to be taken at home (if going home) in class until 1 10pm or outside.  
Assembly point for 3<sup>rd</sup> years is the on basketball court / car park area outside JC student entrance.

When bell rings students remain until each class group is instructed by prior arrangement i.e. class by class to return.

If returning to an option room or Science then enter via external doors of those rooms.

Movement to Option Classes will be via base area G in an ordered way, arranged class by class.

The students enter options via external doors for Practical Subjects and Science.

Students exit these rooms via external doors and return to base area G via external door base area G.

For Tech Graphics L6 enter base area H. Exit base area H.

For Home Economics enter at J entrance. Exit at JC student entrance.

If returning to Base Area G return via external doors base area G.

### **End of school day**

Exit by prior arrangement class by class via base area G.

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## **SENIOR STUDENTS**

Lunch break for 4/5/6 is at 12 20pm.

### **4th / 5th Years**

5th Year Base Rooms are M2, M4, L5, P4, and Stage.

4th TY Base Rooms are H 1 and H 6.

### **Morning before class**

Enter the building for their registration at the nearest entrance to their registration room i.e. main JC Student Entrance for 5<sup>th</sup> Years and J entrance for 4<sup>th</sup> Years.

### **Morning break.**

Exit via nearest exit to class before break at 10am morning break. This includes external exits from rooms where possible.

4<sup>th</sup> and 5<sup>th</sup> Years Assembly Point at morning break is PE Hall area.

When bell rings at end of the break, students remain until each class group is instructed by prior arrangement i.e. class by class to return via the nearest entrance to their next class e.g.

- Practical rooms external entrances,
- Home Economics via J entrance,
- L6 via H.
- Stage via main JC student entrance.

Exits from practical rooms are via external exits.

### **Lunch break**

Exit via nearest exit at 10am lunch break.

Lunch to be taken at home (if going home) or in class until 1 10pm or outside.

Assembly Point at lunch break for 4<sup>th</sup> and 5<sup>th</sup> years is at the PE Hall area.

When bell rings for the end of lunch students remain until each class group is instructed by prior arrangement i.e. class by class to return via the nearest entrance to their next class e.g. practical

rooms external entrances, Home Economics via J entrance, L6 via H. Stage via main JC student entrance. Exits from practical rooms are via external exit e.g.

- For Tech Graphics L6 enter base area H. Exit base area H.
  - For Home Economics enter at J entrance. Exit at JC student entrance.
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## 6th Years

6<sup>th</sup> Year Base Area rooms are: K1/J/1/H2/H3/H4/J2.

6th Years enter the building for their registration at the nearest entrance to their registration room i.e Base Area H.

### **Morning break.**

Exit via nearest exit to their class before break at 10am morning break. This includes external exits from rooms where possible.

Assembly point for 6<sup>th</sup> years is on the tennis courts.

When bell rings at end of the break, students remain until each class group is instructed by prior arrangement i.e. class by class to return via the nearest entrance to their next class.e.g.

- Practical rooms external entrances,
- Home Economics via J entrance,
- L6 via H.
- Stage via main JC student entrance.

Exits from practical rooms are via external exits.

### **Lunch break**

Exit via nearest exit at 12 20pm lunch break.

Lunch to be taken at home (if going home) or in class until 1 10pm or outside.

Assembly point for 6<sup>th</sup> years at lunch break is on the tennis court area.

When bell rings for the end of lunch students remain until each class group is instructed by prior arrangement i.e. class by class to return via the nearest entrance to their next class e.g.

- Practical rooms external entrances,
- Home Economics via J entrance,
- L6 via H.
- Stage via main JC student entrance.

Exits from practical rooms are via external exits.

- For Tech Graphics L6 enter base area H. Exit base area H.
- For Home Economics enter at J entrance. Exit at JC student entrance.

Chemistry Students returning at the end of lunch Mon / Tues / Thurs access B2 via main JC student entrance via ramp at library and do not enter canteen.

End of the school day

Students exit the school via the nearest exit or via external exits in practical rooms.

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## EXITS FROM BUILDING

Rooms in Base Area A exit via reception. (5)

Rooms in Base Area D exit via base area D. ( 7)

Rooms in Base Area G exit via base area G (7)

Rooms in Base Area H exit via base area H (7)

Rooms K1/ K3 / L1 / L2/ L3 / L 4 / P1/ P 2/ P3 exit via their own external exits .

Exiting via main JC student entrance will be from Stage, M1 to M4 , Canteen hubs, L5 , P4, B3 (computer room.)

Room B1 exit via base area D

Room B2 exit via base area D

Rooms B3, P4 , Stage, Canteen Hubs will exit via main student JC entrance.

Room F1 and Oratory will exit via Base Area G.

Room L6 exit via Base Area H.

Room G4 exit via Base Area H .

Room L5 exit via main student JC entrance.

Rooms M1 to M4 will exit via main student JC entrance.

Rooms J1 and J2 exit via J exit.

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### **Inclement weather during breaks and supervision.**

Students stay in the class they are in coming up to break-time.

Doors of rooms stay open.

Supervising teachers supervise in the base area by moving from room to room.

Students will have access to their lunch in their bags.

Students allowed sign out to toilet using social distancing.

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### **Toilet Protocol**

#### **1st Year Toilets**

Near base area A.

#### **2nd and 3rd Year Toilets**

Opposite B 3

#### **4th / 5th / 6th Years**

Near Base Area H / offices DM/JC.

#### **Protocol**

Student will get permission as normal to go to the toilet. No more than 3 students to be in toilet area at any one time.

Students will have to queue at least 1m apart outside toilet area.

Hygiene protocol for washing and sanitising hands is expected. Students may bring and use contents of their own:

Ziploc Hygiene bag (towel, hand sanitiser, antibac wipes, spare face mask, refuse bag).

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#### **Isolation Protocol**

Draft 2.

#### **St Mac Dara's CC Isolation Protocol**

Student asks for a green slip from the subject teacher.

Teachers are advised to be discreet i.e. not to ask the student what is wrong therefore protecting the child's privacy and the possibility that other students would hear private information.

The office person asks discreetly the student about symptoms. All this information is private. Parents will be contacted to come and collect the student concerned.

Until such time that the parent arrives the student concerned, if that student exhibits any one of the COVID-19 symptoms.

If non Covid-19 related, normal procedure will take place.

If the student exhibits any one of the symptoms of COVID-19 the office rings A5 to arrange isolation.

The student goes to the isolation room.

The office contacts the parent(s) guardian(s).

Collect student immediately.

Advise to ring GP to organize COVID-19 test.

Isolate at home until the test result is established.

Contact the Principal immediately with test results.

Following contact with personnel in room A5 wait in a ventilated area i.e. A5 until the parent arrives. Other designated areas are available if room A5 is already occupied. They are

- Boardroom
- Office DP
- Office PO

A5 is phoned or visited to prepare for isolation.

The student when personnel in A5 are informed and ready the student goes to isolation ie goes to room A5/ boardroom / office CCAs.

The areas affected will be taken out of commission and deep cleaned.

## COVID RELATED ABSENCE MANAGEMENT

The management of a Covid-19 related absence will be managed in line with agreed procedures with DES.

## **EMPLOYEE ASSISTANCE AND WELLBEING PROGRAMME**

St Mac Dara's Community College and its patron, DDLETB aims to protect and support the health and wellbeing of all staff (physical, mental, spiritual etc.) both at work, whether in the school facility or at home and outside of work. We are mindful that the support and promotion of staff health and wellbeing is particularly important in the current context where the Covid-19 pandemic has caused considerable challenges for, and disruption to, people's personal, family and social lives as well as their work arrangements. We aim to foster a culture and work environment that support healthy behaviours and staff wellbeing and shall continue to make health and wellbeing tools and guidance available to staff as well as organising suitable support programmes, initiatives and events. These are challenging times for everyone. Should a staff member experience any stress or anxiety in respect of work or work arrangements, he/she should feel free to speak to the Principal.

## **CODE OF BEHAVIOUR**

As we are now reopening the school within a pandemic crisis, there are some elements of our Code of Behaviour that we will expect of our students that are supplementary to our Code of Positive Behaviour. We will bring these to the attention of our whole school community. If incidents such as these occur, they will be processed within the parameters of our Code of Positive Behaviour. They include (although are not limited to):

- The implementation of a comprehensive Wellbeing and SPHE programme in Registration SPHE and CSPE classes from the start of the school year.
- Failing to follow agreed Covid Etiquette
- Refusing to follow instructions around the use of particular areas, yard space or rooms.
- Interfering with the PPE of another student.
- Deliberately coughing, sneezing or spitting on another person, or threatening to do so.
- Compromising the school's Covid-19 Response
- Compromising the Health and Safety of any member of the school community

## **COMMUNICATION WITH PARENTS/GUARDIANS**

Communication between school and home is always important but becomes even more crucial during these times. It is therefore essential that we have up to date mobile phone numbers for parents and also email addresses. The vast majority of St Mac Dara's Community College's communication comes through text message and our school email account, and during this pandemic, we may need to contact parents as a matter of urgency. This may be because their child is displaying signs of Covid-19, or because the school has been ordered to close for health reasons. We truly hope that this will not be the case, but it is so important that parents and families are contactable throughout the school day.

We therefore ask all parents to ensure that their contact details are correct on VShare and to let us know on [stmacdaras@ddletb.ie](mailto:stmacdaras@ddletb.ie) if anything needs to be adjusted.

### TEACHNG AND LEARNING

Teaching and Learning is at the core of everything we do in St Mac Dara's Community College. We will do everything we can to reassure students on their continued progress, despite the in-school time lost during the last academic year. We will follow Department guidelines on the restructuring of Classroom Based Assessments for 3<sup>rd</sup> Years and be cognisant of the missing time when students are selecting subject levels.

We are also aware that not all students may be able to return immediately due to health issues and we are developing a plan to support students who will have to learn from home for a period of time. This plan will see a structure, overseen by the Principal, Derek Ward, which will ensure clear and regular communication between the home and St Mac Dara's Community College.



## **Appendix 1 Covid 19 Policy Statement**

**St Mac Dara's Community College** is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed and updated the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct handwashing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix 2 Updated See appendix 12 for Return to school Feb/March 2021

# Pre-Return to Workplace Form

Please note the following when completing this form:

1. All staff members planning to attend any EDLETS premises from Monday May 18<sup>th</sup> 2020 onwards must complete this form.
2. This form only needs to be completed once, unless:
  - a. Your circumstances change
  - b. The form is amended in light of further Department of Health / Government advice
3. All questions must be answered; incomplete forms will be returned.
4. The form must be completed and returned to your line manager/principal 3 days in advance of any planned return to the workplace.

For ongoing access to premises, you must liaise directly with your line manager/principal to seek permission for the specific dates/times and purpose. There will be no access to premises without this approval.

If you have any questions when completing this form, please contact your line manager/principal.

Thank you

- 
1. Employee Name \_\_\_\_\_
  2. Contact number \_\_\_\_\_
  3. Official employee e-mail address \_\_\_\_\_
  4. Workplace location \_\_\_\_\_
  5. Workplace Line Manager/Principal \_\_\_\_\_
  6. Return to workplace date (Note 3 days notice required) \_\_\_\_\_

## 7. Please answer the following questions

If you answer yes to any of these questions, we strongly advise that you seek medical advice before returning to the workplace.

	Yes	No
Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu-like symptoms now or in the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been advised by a doctor to self-isolate at this time?	<input type="checkbox"/>	<input type="checkbox"/>

8. The Department of Health have identified people who are in a vulnerable or "at risk" category. Please confirm if you are in this category, have been advised by a doctor to cocoon at this time or have a household member who is in this category.  Yes  No

9. If you answered yes to question 8, please confirm in advance of completing this form that you have made your line manager/principal aware and that the necessary arrangements are in place to support you while in attendance in the workplace.  Yes  No

Appendix 3

# Visitor / Contractor Questionnaire

All visitors and contractors to any DDLETB location must complete the Visitor/Contractor Questionnaire prior to being permitted entry to the premises.



Visitor / Contractor Covid-19 Questionnaire		
Name:		
Company:		
Mobile No.:		
Visiting:		
Date:		
<b>To ensure the Safety &amp; Health of all people interacting with DDLETB locations, visitors and contractors must complete this declaration form prior to entering our sites. If you have symptoms of COVID-19 OR you have been abroad in the last 14 days with exception to Northern Ireland you should not be at work. Where this is the case, you are prohibited from entering the site and advised to seek professional medical help/assistance.</b>		
		Yes / No
2.	Are you suffering any flu like symptoms/symptoms of coronavirus covid-19?	Yes / No
3.	Are you experiencing any difficulty in breathing, shortness of breath?	Yes / No
4.	Are you experiencing any fever like/Temperature symptoms?	Yes / No
5.	Did you consult a Doctor or other medical practitioner?	Yes / No
6.	How are you feeling <u>Healthwise</u> ?	Well / Unwell
7.	Have you been in contact with someone who has visited an affected region in the past 14 days?	Yes / No
<b>NOTE: When on premises, please adhere to our standard processes/procedures regarding infection control, i.e. hand washing/hand sanitising and general coughing/sneezing etiquette?</b>		
Signature		Date:
Visitor:		
<b>(Please circle your answers above)</b>		

## Appendix 4

### Checklist for dealing with a suspected case of COVID-19

Each teacher/staff member will be required to manage a suspected case in line with the protocol and training.

**A nominated member of the school management team will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.**

#### Isolation Area (see notes as above)

1. Have you identified a place that can be used as an isolation area, preferably with a door that can close? **Yes, Room A5.**
2. The isolation area does not have to be a separate room but if it is not a room it should be 2m away from others in the room. **Understood Yes**
3. Is the isolation area accessible, including to staff and students with disabilities? **Yes**
4. Is the route to the isolation area accessible? **Yes**
5. Have you a contingency plan for dealing with more than one suspected case of COVID-19? **Yes, Boardroom, Office of DP, Office of PO.**
6. Are the following available in the isolation area(s)?
  - Tissues
  - Hand sanitiser
  - Disinfectant/wipes
  - Gloves/Masks
  - Waste Bags
  - Bins**Yes to all of the above.**

#### ISOLATING A PERSON

7. Are procedures in place to accompany the infected person to the isolation area, along the isolation route with physical distancing from them?

**Yes, a member of the middle management team operating from room A5 will be discreetly called for to accompany an individual with suspected covid-19 to the isolation area.**

**The manager will wear a visor and face covering and stay 2 metres apart. On arrival at the isolation area, in the case of a student, parent/guardian will be contacted to come and collect their son/daughter. A request to contact their GP will be made, and arrangements for follow up information to be relayed to the Principal.**

**In the case of staff: a member of staff who is feeling unwell, will present to the Principal or a member of the Senior Management Team observing distancing and the wearing of a face covering. If well enough to drive, they will exit the building by the main door and drive home, advised to contact their GP and to update the Principal on the situation. Where a member of staff is unable to drive home for whatever reason, they will be directed to the isolation room, where arrangements will be made to contact a relative/friend to collect and bring them home. In the case of both students and staff before they return to school, they must be certified as covid-19 free from their doctor. Neither staff/students may use public transport to make their way home.**



8. Are staff familiar with this procedure? **Yes**
9. Have others been advised to maintain a distance of at least 2m from the affected person at all times? (it is intended that this will be dealt with as part of DES online training) **Yes**
10. Is there a disposable mask to wear for the affected person while in the common area and when exiting the building? **Yes**

#### ARRANGING FOR THE AFFECTED PERSON TO LEAVE THE SCHOOL

11. Staff – have you established by asking them if the staff members feel well enough to travel home?  
**This will be our practice.**
12. Student – have you immediately contacted their parents/guardians and arranged for them to collect their student? Under no circumstances can a student use public or school transport to travel home if they are a suspected case of COVID-19. **This will be our practice.**
13. The affected person should be advised to avoid touching other people, surfaces and objects. **This will be our practice.**
14. The affected person should be advised to cover their mouth and nose with disposable tissue(s) when they cough or sneeze, and to put the tissue in the bin. A pedal bin will be on site in the isolation area, and it will be our practice to so advise.
15. Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP? **Transport will be the responsibility of a parent/guardian on the case of a student and in the case of a member of staff, it will be the responsibility, if well enough, for the member of staff to drive home or if so advised to an assessment centre. In the event of a member of staff being unwell and unable to drive themselves, a person nominated by them will be contacted to collect and transport.**
16. Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?  
**This will be our practice.**
17. Has the affected person been advised they must not use public transport? **This will be our practice.**
18. Has the affected person been advised to continue wearing the face mask until they reach home?  
**This will be our practice.**

#### FOLLOW UP

19. Have you carried out an assessment of the incident to identify any follow-up actions needed? **This will be our practice.**
20. Have you advised the LWR of the incident in accordance with the agreed protocol? **This will be our practice.**
21. Are you available to provide advice and assistance if contacted by the HSE? **Yes**

#### CLEANING

22. Have you taken the isolation area out-of-use until cleaned and disinfected? **This will be our practice.**
23. Have you made arrangements to clean and disinfect any classroom space where the staff or students were located? **This will be our practice and to do so discreetly, safeguarding the privacy of an individual with suspected symptoms of Covid-19.**
24. Have you arranged for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building? **This will be our practice.**
25. Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? We currently have contract cleaners on site who are trained in deep cleaning.

*(It is intended to provide online training for college cleaning staff. Appropriate PPE is already available to our college through the national procurement process which schools can access in line with the guidance which will be provided shortly)*

**The above checklist is taken from the Department of Education and Skills COVID-19 response plan for post primary schools, detailing our response to each item on the checklist.**

## **Appendix 5 – Contingency Plan Information**

### **TEACHING AND LEARNING**

Teaching and learning will prioritise the health and wellbeing of students and staff. Assessment for and of learning will take place in the first few weeks to establish where students' learning needs are.

### **TIMETABLE**

The girls and boys will see changes in room use and new purposes for some classrooms.

The big changes facing the girls and boys and the staff include most of each year group **staying** in the one classroom all day. Students will be classroom based where possible with teachers moving at the end of each lesson. Double classes are provided where possible and practicable.

### **SCHOOL BASED CLASSROOMS**

School based classrooms are being set up as far as possible to maximise social distancing. In order to ensure social distancing students will have a fixed classroom and will only leave that class room for option subjects. 1st years, 2nd years, 3rd years, Transition year 5th year and Leaving Cert students will be classroom based except for option subject classes. This is to minimise movement during the school day.

### **EDUCATIONAL SUPPORT**

Inclusive educational support for all students will continue with our excellent staff. Our SEN staff will work closely with students and staff in support of inclusive education. If you believe that your child is in a high risk category i.e. with underlying health concerns, please seek medical advice and contact

the school.

## LOCKERS

The school lockers will **NOT** be available to students. Lockers will be expected to be emptied and contents brought home when 2/3/4/5 years attend induction day. These details are available on our website and we advise parents to regularly check [stmacdaras.ie](http://stmacdaras.ie).

## HYGIENE

Students should not attend school if they are displaying any signs of illness. Students must wear a fresh mask every day where 1 metre social distancing is not possible or cannot be guaranteed (details to follow).

Staff and students will be required to wear face coverings. Students must have face coverings for use during the school day. We expect the face covering to be worn for most of the school day because of the 1m requirement. If a student attends without face covering parents will be contacted to provide one.

Cloth coverings are advised as these can be washed daily. We recommend that you have a number of masks to rotate throughout the week. It is important to source these now.

Each student will also need a freezer zip lock plastic bag to carry their mask when not being worn. This zip lock bag must include:

**a spare mask,  
hand sanitizer,  
tissues,  
a small towel,  
wipes and  
a refuse bag.**

## STUDENT MOVEMENT

Our Response Plan involves minimising movement in the building. Students must follow the one-way system when moving to option subjects. There will be a new entrance and exit movement system to subjects and for breaks. This will be around the exterior of the building via external doors in base areas.

This will support social distancing and provide mask breaks while outside. Students will be expected to maintain at least 1m social distance at all times.

**Lunch break** will be staggered with years 1/2/3 and years 4/5/6 having lunch at different times.



## **GREEN LIST COUNTRY**

Students returning from abroad (from a non-green list country) cannot return to school until their isolation is complete.

## **SUPERVISED STUDY**

There will be no supervised study for September and October, this is to be reviewed.

## **CANTEEN**

The canteen will be closed and students are expected to have their lunch with them on a daily basis. Students may go home for lunch if they have shown their tutors a parental permission note in their journals. In line with our school rules, the local shops are not to be used. Given the current access restrictions we also recommend that students do not use the local shops before school.

## **BOOKS AND MATERIALS**

In general text books will be kept at home. Text books will be required to be maintained and stored at home. Students should only bring in text books as required with reference to teachers' instructions.

**School bags** should include copies / refill pads / writing equipment /maths sets / calculator etc.

Water in water bottle.

Zip lock Hygiene bag (as above).

Healthy lunch if staying in for lunch.

## **PHYSICAL EDUCATION (PE) and UNIFORM**

Students are expected to attend classes in full uniform with the exception of days when student has PE. There will be no access to changing rooms

Students can come to school in their PE tracksuits on PE day **only** and remain in PE gear for the day. Some classes will have PE in the Spawell. St Jude's GAA club will have space available for TY activities.

## **RECEPTION AND OFFICE**

Visitors to our school reception is by appointment and prior arrangement only. If you need to contact us, please contact us on our school e mail address or via your son / daughter.

## **CHANGES**

We are very conscious that it will be almost six months since students have been in school and it has been an unprecedented time for us all.

Again please note our opening year arrangements and other school matters on our college website.

On behalf of the Board of Management I thank our excellent staff for their wonderful contribution to our planning for our school opening in the safest way possible.

Our Management and Covid-19 Response Teams will continue to evaluate our response plan on a regular basis.

It will be important that everyone plays their part so we can ensure a successful and safe reopening of school.

This involves students, parents and staff familiarising themselves with the DES and NPHET guidelines and strictly adhering to these guidelines.

On behalf of the Board of Management and staff.

Mr D Ward

Principal

St Mac Dara's CC

## **Appendix 6 – Message to Staff Aug 14.**

E Mail to Staff

I hope this email finds you all well.

Please update yourselves below on our plans for re-opening. There will be many changes in the way we go about our work when we return to St Mac Dara's CC. The priority at all times is the health and wellbeing of all our school community.

*"Promoting the wellbeing of our school communities is the fundamental element of the department's overall plan to ensure a successful return to school as we continue to manage the impact of the COVID-10 pandemic"*

*(Dept Guidelines)*

Please see circular 0049/2020 for Staff Welfare. Arrangements for Teacheres and Special needs Assistants employed in Primary and Post primary Schools.

-

Below is PHASE ONE of our return to work and will be reviewed on a regular basis throughout September 2020.

-

### Social Distancing

We have been instructed to plan for at least 1m shoulder to shoulder for students and 2m for adults. This is continuously under discussion and there will be more advice.

This impacts on our arrangements for our Staff Meeings and assemblies. You will be informed when more information becomes available.

-

### Face Masks / PPE

It is expected that students and staff will be wearing face masks/visiors. I believe there may be further clarification next week.

-

### Teaching and Learning

The return to work will be challenging for teachers and learners. The priority is our health and wellbeing. Teachers should use the first weeks back for assessment for learning i.e. assessing the levels where their students are in their subject areas and tailoring thei teaching to meet the needs of their learners. Cognisant of absenteeism and also a possible close down teachers should have their students upskilled for remote learning.

### Please complete the Return to Work Induction and form

-

Timetable

*"The time table will be class based meaning that students should be based in the same classroom as much as possible" Dept Guidelines.*

This means that **teachers will be moving from class to class** during the teaching day. We thank all teachers and departments for their cooperation and support with clearing out class rooms so as to create social distancing space.

### **Lead Worker Representative**

Please see Guidelines. An invitation for expressions of interest will be sent out on Monday 17 Aug.

-

### **School population movement in and around the building**

Students from base areas D, G, and H who are moving to Practical Classes and Science exit via the base area external exit and move around the outside of the building:

Students for Art re-enter the building at external door for Art.

Students for Science, Wood, Metal, Home Economics enter these rooms via their external entrances.

Internally students maintain one-way system at all times.

PE students leave for PE hall / Spa well via base area where possible.  
Students (when weather is fine) exit via base area external exits D / G and H if going to practical rooms.

#### □ Break times and Inclement Weather

During break students stay in the class they are in up to break-time.  
Doors of rooms stay open.  
If not enough supervising teachers per room, then supervising teachers supervise in the base area by moving from room to room.  
Students will have lunch in their bags.  
Students allowed sign out to toilet using social distancing.

The plan is to have a staggered lunch break one for years 1/2/3/ and other for 4/5/6.

#### · Cleaning protocols in classrooms.

Students are given time at start and at end of each class to sanitize the desk and chair where they are seated.  
If in practical classes equipment, materials, counter tops, seating etc must be sanitized.  
*Waste paper must be disposed of in the correct way.*

#### · Ziplock Hygiene Bag.

***Every student should have a hygiene bag with small towel, tissues, hand sanitizer, spare face mask, wipes and small disposable bag for used tissues/wipes and own drinking water bottle.***

Students are assigned seats and will be assigned pod arrangements.

#### □ Entering and Exiting building at break times and at start and end of school day.

Students use base area external exits (where one exists) i.e. D, G, H.  
Students in base area 'A' last class may enter and exit via reception.

Entering the building in the morning

Students enter via the base area external entrance (where one exists) i.e. D, G, H. i.e. where their first class ie registration is.  
Students and staff maintain required social distancing measures and avail of hand sanitizer and wear a mask while in the building.

#### □ Locker use

***Locker use will cease.***

This is as a result of expected difficulties of maintaining social distancing and hand hygiene i.e. handling of lockers, keys, books, paper etc.

Text books are to be left at home where possible and Google classroom is used?

**Therefore:**

**School bag contents should only have**

Writing equipment and writing pad / copies to school.

Hygiene bag containing hand sanitizer, tissues, wipes, small towel, spare face mask, own drinking water bottle and disposable bag.

Lunch and water bottle.

Writing pad(s), copies as required.

**Canteen**

**Canteen**

***Canteen facilities will cease.***

This is as a result of expected difficulties of supervising, maintaining social distancing (queuing) and general hygiene concerns.

Students where possible will be encouraged to go home or outside for lunch. Those staying in for lunch will have their own lunch.

Lunch Break

Break times will be staggered. (see above)

**Registration**

Will continue as before.

**Toilet Protocol and hygiene**

Only 3 students (maximum) allowed in toilet area at any one time.

Students must wait outside the toilet area maintaining required social distancing if 3 students already are in the toilet area. Students wash their hands with soap and water as per guidelines and dry hands using paper towels or their own towel in their hygiene bag.

Students get permission in the normal way from class, ie get journal signed by their teacher. They may bring their hygiene bag.

Students use their assigned year group toilets only.

**Isolation Room(s)**

College Board Room

2 Offices at JC College Entrance

Room A 5 9 (see above)

DP Office CC

Year Head UC Office.

**Going home sick** Green Slips to continue. Student brings green slip to the office.

Protocol RE i.e. Template Questionnaire / home contact / advice.

Use of

Water fountains will cease. Students bring their own water.  
Vending machine will cease.

· **Second staffroom.**

This will be the library.

Staff maintain own cleanliness and bring their own utensils to school i.e. cup / crockery.

Also teachers are responsible for the cleaning of the area where they have lunch and should bring home their eating utensils each day.

· **Information on room reallocations to date:**

2 Art Rooms in K3

Oratory and Room J2 as classrooms.

Canteen as 4 to 6 pods for SEN.

Base class rooms M2 / K1 / L5 / Oratory / Stage / J2.

Base areas to be used as small group teaching areas where possible.

St Jude's GAA (2 rooms) available. TBC

Teachers if necessary should organise and tidy their rooms and personal notes / materials before we return.

Please note: that new instructions and changes in requirements are coming to us on a daily basis and there will be further announcements next week.

Regards to you all

Derek, Cormac, Noel.

## SCHOOL OPENING PLANS from Sept 2020 2021.

### Wednesday 26<sup>th</sup> August

Staff Meeting	09.00 – 10.30
First Years	11.00 - 13.00

### Thursday 27<sup>th</sup> August

Sixth Years	09.00 – 11.00
Second Years	11.15 - 13.00
Subject Meetings	13.30 - 15.00
SNA Meeting	13.30 - 15.00

### Friday 28<sup>th</sup> August

Staff Meeting	09.00 – 10.30
Third Years	11.00 -13.00
Fourth / Fifth Years	13.00 – 15.30

### Monday 31<sup>st</sup> August

Classes for 6 <sup>th</sup> Years / 1 <sup>st</sup> Years	08.40 – 12.20
Tutor Year Head Meeting	13.30 - 15.00
SEN Meeting	13.30 - 15.00

### Tues 1<sup>st</sup> September

Classes for 6 <sup>th</sup> Years / 1 <sup>st</sup> Years / 3 <sup>rd</sup> Years	Full day.
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### Wednesday 2<sup>nd</sup> September

Classes for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> Years

### Thursday 3<sup>rd</sup> September

Classes for all Years

### Appendix 7 : Updated Guidance on Protocol for the safe return to work.

The detailed advice set out in the HPSC guidance on the re-opening of schools (dated June 2020) provides the health advice for the safe and sustainable operation of schools during the COVID-19

pandemic. This advice, aspects of which have been updated throughout the period since from September 2020 to January 2021 has become the **basis of the “School COVID-19 Response Plans”**.

The schools’ plans are also based on the guidance provided by the Health and Safety Authority (HSA) in compliance with the protocols established by Departments of Business, Enterprise and Innovation and Health on “Returning to Work” safely. The Department of Education’s ongoing oversight and management of schools during this pandemic is also in line with the Government “Resilience and Recovery: 2020 – 2021: Living with COVID-19 Plan” and the successor to the “Return to Work Safely” protocols entitled “Work Safely”.

The Department has worked with stakeholders to update the COVID-19 School Response Plans to re-inforce the safety measures.

Full details of the range of supports available to schools, staff and students can be found on [gov.ie/backtoschool](http://gov.ie/backtoschool). General Management of COVID-19 in Schools All schools have and will update as appropriate their **school COVID-19 Response Plan and COVID-19 Policy**;

Staff will be reminded to review again the training materials provided by the Department to include knowledge of symptoms, hand and respiratory hygiene, how to manage a suspected COVID-19 case as well as the specific module for SNAs, cleaners and lead workers;

Staff will be required to complete the Return to Work form;

Schools should review their Risk Assessment Template and ensure that it continues to comply with the health and safety requirements as set out in the COVID-19 plan;

Schools will continue to implement the control measures set out in Part 5 of the School COVID-19 Response plan (as updated) to include minimising the risk of introduction into schools, knowing the



symptoms and how to respond if you have those symptoms, respiratory and hand hygiene, physical distancing within the classroom, physical distancing outside the classroom and within the schools, use of PPE as appropriate including face masks;

Schools will implement the cleaning and hygiene arrangements at Part 7 of the School COVID-19 Response plan and the management of suspected cases of COVID-19 at Part 8 of the Plan.

Specific Advice relating to the work of SNAs in close contact settings and mitigation measures to be observed in those settings Specific advice has been provided by the HPSC for the work of SNAs

(updated January 2021) and it is intended that while directed to SNAs it can also be applicable to all school staff who work delivering personal care or attention within 2 metres to a student. This advice does not materially differ to the original guidance issued in June 2020 but as it is recently provided by HPSC with a particular focus on special education settings, it is set out below. It notes that the “guidance is not a rulebook that must be followed to the letter. The appropriate use of this guidance requires the use of compassion and good sense and a reasonable judgment of the level of risk in most situations. If the general principles of this guidance are implemented, the risk that any given student or staff member in the educational setting on any given day has infectious COVID-19 is very low.

All additional measures are applied as practical to the context with a view to further lowering the risk of transmission to staff or students.

**In the event that a person with infectious COVID-19 is at school”**. The guidance goes onto say:

The role of the **Special Needs Assistant** and Associated Risks of COVID-19.

People living with certain disabilities associated with increased medical vulnerability may be disproportionately affected by COVID-19. The measures taken to control the spread of COVID-19 can also have a very serious impact on people with disability. Some disabled children and young people have additional care needs that must be met to support them in achieving their full potential. Children have a right to education and ensuring continued access to education for people living with disability is critical to managing the public health emergency in an inclusive way. Special Needs Assistants play a

are effective Duration of Infectivity People may be infectious for up to two days before they develop symptoms (pre-symptomatic transmission).

In Ireland, people with COVID-19 are generally considered infectious for up to 10 days after the date of onset of symptoms or for 10 days after the date of their first positive test if the date of onset of symptoms is not clear. A longer period may apply to people who were hospitalised with COVID-19. After 10 days, the person is no longer considered infectious if they have been free of fever for 5 days. Doing another test at the end of the ten days is usually not useful and should only be done if specifically requested by a doctor.

### **Practical Measures for Harm Reduction.**

Related to COVID-19 when addressing Additional Care Needs in the educational Setting The following practical measures for preventing harm related to COVID-19 when addressing additional care needs in the education setting are organised under 3 main headings, reducing the risk of introduction of COVID-19, reducing the risk of spread of COVID-19 and reducing the impact of COVID-19 infection if it occurs.

### **Reducing the risk of introduction of COVID-19 into the Educational Setting.**

The virus that causes COVID-19 cannot spread in any setting unless it is introduced. Although there is significant anxiety about introduction of virus on objects in practice the virus is essentially always introduced by a person who is infectious and is shedding the virus. Although some people with no signs or symptoms can be infectious, people are generally most infectious for others when they have symptoms and signs of infection.

1. School staff should be familiar with the main symptoms and signs of COVID-19 (see above) so that they may be able to recognise if a student develops obvious signs of infection.
2. Students (as appropriate to their ability) their parents, guardians and families should be informed of the main symptoms and signs of COVID-19 (see above) so that they may be able to recognise if a student develops obvious signs of infection.

3. School staff as well as students (as appropriate to their ability), their parents, guardians and families should be aware that they must not attend school or training if they have symptoms or signs that may suggest COVID-19 until they have taken appropriate medical advice and testing if appropriate.

They should be aware that they should not attend school or training if they have been told they are close contacts of a person with COVID-19. These messages should be reinforced regularly. 4. School staff as well as students (as appropriate to their ability), their parents, guardians and families should be aware of the general advice they should follow outside of the educational setting to lower the risk that they become infected with COVID-19.

5. Limiting the number of people entering the educational/training setting to those essential to provide the service reduces risk of introduction of the virus.

6. Staff should be alert for any signs of illness that suggest that they, a student or a colleague may have COVID-19 on arrival for school and throughout the day. Reducing the risk of spread of COVID-19 in the Educational Setting If the virus is introduced into an educational setting, the highest risk of spread is related to close contact with an infectious person or their immediate surroundings.

Therefore, the most important measures to reduce the risk of spread are doing all that is practical to limit the degree to which different groups of people within the education/training setting mix and interact with other groups. This is especially the case indoors. It is recognised that there are practical considerations that must be taken into account when it is necessary for

an SNA to support multiple students across different settings in the course of a working day. It is also the case that some children will need to move from their special class into a mainstream class during the day to ensure that their integration needs for educational purposes are addressed. As below, where movement is necessary the risk can be reduced by hygiene.

measures. The risk of spread can also be reduced to some degree by the highest practical standard of personal and environmental hygiene. In the context of COVID-19, the risk is associated with droplets and fluids from the respiratory tract. There is very little risk of spread of COVID-19 from other body fluids (such as urine and faeces) although they may carry other infectious microorganisms.

#### **Reducing Mixing Between Groups.**

1. To the greatest degree that is practical in the context of the educational and care needs of the students groups/classes should avoid mixing with other groups particularly indoors.

2. SNA should support the smallest number of students that is practical and should move between those as little as is practical to do so recognising that flexibility is sometime essential to manage absence due to leave or illness.

3. If movement between classes is necessary SNAs should move between the least possible number of classes on any given day.

4. If members of discrete classes assemble in one area for meals or other activities maintain as much distance as is practical between the classes and manage entry and exit to reduce interaction between members of different classes as much as is practical.

#### **Promoting Key-Behaviours that Reduces risk of Person to Person Spread.**

1. Promote hand hygiene for staff and students particularly on boarding a bus if there is shared transport, on arrival at the school/centre each day, prior to departure, before meals and after any contact with the student that is likely to have resulted in contact with oral or nasal fluid.

2. There should be ready access to hand sanitiser in all educational settings with due regard in relation to placement to avoid the risk of ingestion by students. Please note also that alcohol based hand rub is flammable and needs to be kept away from naked flame.

3. Providing SNAs with personal pocket size dispensers of alcohol hand gel may be useful, particularly if wall mounted dispensers are not a safe option in a particular context and also for use during outdoor activities.

4. Promote respiratory hygiene and cough etiquette to the greatest extent possible.

5. Support in performing hand hygiene should be provided to students who need assistance.

6. Limit sharing of items between members of the class in so far as is practical especially with respect to items that students may put in their mouth.

#### **Personal Protective Equipment (PPE)**

1. Personal protective equipment in the setting of COVID refers to items that are used to reduce the risk of infection in particular settings.

2. PPE can be of value as an addition to all the other measures outlined here to reduce the risk of infection for SNAs.

3. As with all children, students with additional care needs should not be required to wear a face covering if they are under 13 years of age. Those who choose to wear a face covering may do so.

4. Students with additional care needs who are 13 years or older should not be required to wear a face covering if the face covering causes distress or is a barrier to their education and care needs.

5. In this context and in association with other measures specified the use of a face covering should be routine for SNAs in accordance with Government guidance.

6. When SNAs are within 2m of a student and to whom they are delivering personal care or attention for a period of time the face covering should normally be a surgical mask. If surgical mask are not available a cloth face covering should be used. If for any reason use of a surgical mask or cloth face covering is not practical for any reason, they should use a visor of a quality suitable for use in a healthcare setting however HPSC advice is that a visor does not provide protection equivalent to a mask.

7. Mask and visors should be donned and doffed and disposed of as demonstrated in videos available at <https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/ppe/>.

Masks should be removed and disposed of if they are wet or damaged. Masks should be removed and disposed of if going on a break or visiting the toilet.

8. Gloves and aprons should not be used routinely in the educational setting.

9. If providing care that involves specific risk of exposure to blood or body fluids (oral fluids, faeces, urine) use of gloves and a disposable plastic apron is appropriate. These must be removed and

disposed of safely and hand hygiene performed after caring for each individual. Note with respect to faeces and urine the risk of infection is related to other infectious organisms rather than COVID-19.

10. Hand hygiene should be performed before donning and after removing gloves.

11. If providing care that involves a risk of splashing of body fluids a visor is required to protect the eyes from splashing even if already wearing a surgical mask.

12. Used PPE is generally discarded directly into domestic waste.

13. PPE used when attending to a person with suspected COVID-19 while waiting for collection can be placed in a separate plastic bag, which is then placed in domestic waste.

#### **Environment and cleaning.**

1. The educational environment should provide discrete rooms for each group to the greatest degree practical and be as spacious as is practical with as much natural ventilation as practical. 2. Surfaces should be easy to clean.

3. Outdoor activity is associated with lower risk and should be encouraged where appropriate and weather permits.

4. The highest practical standards of general hygiene should be maintained.

5. The floors, tables, chairs and other items should be easily cleanable and cleaned at least daily.

6. Cleaning is generally with water and detergent or detergent wipes. If disinfection is required in specific circumstances, then this is always in addition to and never instead of cleaning.

#### **Isolation for people who develop symptoms or signs in the educational setting**

1. If anyone develops symptoms or signs that cause concern about COVID-19 during the day the person should move as quickly as possible to a separate room or if that is not possible to a separate area more than 2m away from other people other than the person(s) needed to provide support until they can leave.

2. The parents/guardian should be telephoned to come and take the student home as soon as is reasonably practical. This needs to be done reasonably promptly but this is not an emergency. It is important that parents and guardians do not expose themselves and others to other risks (for example road traffic accident) on the understanding that this is an emergency.

3. Parents/guardian should take medical advice regarding the requirement for testing and the duration of exclusion from education.

4. There is no requirement for other students or school staffs to interrupt their scheduled activity immediately if one person develops symptoms.

5. Contact surfaces in the immediate vicinity of the person with symptoms should be cleaned/wiped down.

6. The person accompanying a student waiting to be collected should limit physical contact as much as is practical consistent with the student's needs and should use a surgical mask, visor and nitrile gloves. Hand hygiene must be performed after removal of gloves.

7. When the student is collected, the accompanying person can resume work with other students after removing used PPE and performing hand hygiene.

8. It is not appropriate to require certification from a doctor before the student returns to education. There is a certificate that parents can be asked to complete on [hpsc.ie](https://www.hpsc.ie) website. Reducing the Impact of COVID-19 Infection It is likely that COVID-19 infection will impact on some students and SNAs during the coming school year as a result of infection acquired in everyday life or in the educational setting.

**The likelihood of suffering serious harm as a result of COVID-19 infection** depends on the age and general health of the person when they became infected and on access to healthcare if they need it.

1. Maintaining a healthy lifestyle (exercise, nutrition, avoiding exposure to smoke) and good care of any existing medical conditions improves the likelihood of making a good recovery from COVID-19.

2. Early access to appropriate medical care, if required, is important in recovery from COVID-19. All students and school staffs should be registered with a GP to provide care if required.



## **Appendix 8: Summary of additions to COVID-19 Response Plans required by 'Work Safely Protocol' March 2021**

**Procedure for Returning to Work (RTW)** A RTW form should be completed and returned to the school before returning to work.

Schools should request staff (verbally or in writing) to confirm that the details in the **pre-return to work form** remain unchanged following subsequent periods of closure such as school holidays.

**Infection Prevention Control Measures** - To prevent Introduction and Spread of COVID-19 in Schools:

### **Advise staff and pupils:**

- To self-isolate or restrict their movements at home if they display any signs or symptoms of COVID-19 and contact their family doctor to arrange a test.
- Not to return to or attend school in the event of the following:
- If they are identified by the HSE as a close contact of a confirmed case of COVID-19.
- If they live with someone who has symptoms of the virus.
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Advise staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school;

### **Hand Hygiene**

- There is a requirement for access to hand washing facilities after activities that are likely to soil hands, for example playing outside or certain sporting activities as hand sanitiser does not work on dirty hands.
- Alcohol-based sanitiser must not be stored or used near heat or naked flame.

### **Physical Distancing Ventilation**



The Department has published guidance setting out the practical steps for good ventilation in accordance with public health advice 'Practical Steps for the **Deployment of Good Ventilation Practices in Schools**' The guidance sets out an overall approach:

- That windows should be open as fully as possible when classrooms are not in use (e.g. during break-times or lunch-times (assuming not in use) and also at the end of each school day) and partially open when classrooms are in use.
- The guidance provides that good ventilation can be achieved in classrooms without causing discomfort, particularly during cold weather.

#### **Dealing with a Suspected Case of COVID-19**

- School staff should be encouraged to download the HSE COVID-19 tracker app to assist Public Health for contact tracing purposes both in and out of the school setting.

#### **Staff Duties**

- Not to return to or attend school in the event of the following:
- If they live with someone who has symptoms of the virus.
- If they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Cooperate with any public health personnel and their school for contact tracing purposes and follow any public health advice given in the event of a case or outbreak in their school.
- Undergo any COVID-19 testing that may be required in their school as part of mass or serial testing as advised by Public Health.

#### **Employee Assistance Service Information updated in this section.**

**Pre-Return to Work Form COVID-19:** The number of questions increased from 5 to 7. Additional questions include:

- Are you awaiting the results of a COVID-19 test?
- In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?

Other 5 are slightly reworded for School Management Staff.

- Have you requested confirmation that the details in the pre-return to work form remain unchanged following periods of closure such as school holidays.
- Have you advised staff and pupils not to return to or attend school if they are identified by the HSE as a close contact of a confirmed case of COVID-19 or if they live with someone who has symptoms of the virus.
- Have you advised staff and pupils not to return or attend school if they have travelled outside of Ireland; in such instances staff are advised to consult and follow latest Government advice in relation to foreign travel.
- Have you advised staff and pupils to cooperate with any public health officials and the school for contact tracing purposes and follow any public health advice in the event of a case or outbreak in the school; Hand / Respiratory Hygiene Have you told staff and pupils when they need to wash their hands or use hand sanitiser?

This includes:

- When entering and exiting vehicles.
- When entering and exiting school buildings
- Physical Distancing:
  - Have you advised staff of the Department's guidance to achieve good ventilation.
  - Have you checked any mechanical ventilation systems to ensure an adequate supply of fresh air is used.

#### **Checklist for dealing with a suspected case of COVID-19**

A nominated member of the school management team LWR(s) will be responsible for ensuring that all aspects of the protocol to deal with suspected cases have been adhered to.

#### **Checklist for cleaning**

Have you put in place a written cleaning schedule to be made available to cleaning staff including:

- Cleaning of frequently touched surfaces such as vending machines, coffee machines and door handles.

## Appendix 9: Risk Assessment COVID-19 Risk Template

(List identifies COVID-19 as the hazard and outlines infection prevention control measures required to deal with this risk) Hazards Is the hazard present ? Y/N What is the risk? Risk rating H=High M=Medium L=Low Controls (When all controls are in place risk will be reduced) Is this control in place? Action/to do list/outstanding controls \*Risk rating applies to outstanding controls outlined in this column Person responsible Signature and date when action completed COVID-19 N Illness H School Covid19 Response Plan in place in line with Department of Education guidance and the Work Safely Protocol and public health advice Examples of Actions Follow public health guidance from HSE re hygiene and respiratory etiquette Complete School COVID-19 Policy Statement Return to Work Forms received and reviewed Induction Training provided Contact log in place Complete checklists as required: School Management How to deal with a suspected case Other school specific checklist Name of staff member If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable. Risk Assessment carried out by: Date: //

## Appendix: 9 College Templates

College Contact Tracing Log in use.

College Visitor Log in use.

## Appendix: 10 Return to Work Form Staff August 2020

This form must be completed by staff in advance of returning to work. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to work. Name:

\_\_\_\_\_ Name of School: \_\_\_\_\_ Name of Principal:

\_\_\_\_\_ Date: \_\_\_\_\_

Questions YES NO 1. Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days?

2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?

3 Are you awaiting the results of a COVID-19 test? 4 In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19? 5 Have you been advised by a doctor to self-isolate at this time?

6 Have you been advised to restrict your movements at this time?

7 Have you been advised to cocoon at this time? Note: if you're at very high risk (extremely vulnerable) from COVID-19 you may be advised to cocoon. I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test and have not been advised to restrict my movements.

Please note: The school is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the COVID-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and this data will be held securely in line with our retention policy.

Signed: \_\_\_\_\_

#### Return to School form for Student

This form is to be used when children are returning to the setting after any absence.

Declaration: I have no reason to believe that my child has infectious disease and I have followed all medical and public health guidance with respect to exclusion of my child from educational facilities.

Return to School form for Student
<p>Child's Name: Manager's Name: Parents/Guardian's Name: Name of Setting:</p> <p>This form is to be used when children are returning to the setting after any absence. Declaration: I have no reason to believe that my child has infectious disease and I have followed all medical and public health guidance with respect to exclusion of my child from educational facilities. Signed _____ Date: _____</p>

## Appendix 11 COVID-19 College Policy Statement

St Mac Dara's Community College is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed and updated the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct handwashing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time

- implement cleaning in line with Department of Education advice. All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 12 Template Return to Work Form March 2021

### Pre-Return to Workplace Form

Please note the following when completing this form:

1. All staff members planning to attend any DDLETB premises from 11th / 22nd February 2021 onwards must complete this form.
2. This form only needs to be completed once, unless:-
  - a. Your circumstances change
  - b. The form is amended in light of further Department of Health /Government advice
3. All questions must be answered, incomplete forms will be returned
4. The form must be completed and returned to your line manager/principal 3 days in advance of any planned return to the workplace
5. For ongoing access to premises you must liaise directly with your line manager/principal to seek permission for the specific dates/times and purpose. There will be no access to premises without this approval
6. If you have any questions when completing this form, please contact your line manager/principal

Thank you.

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1. Employee Name: \_\_\_\_\_

2. Contact number: \_\_\_\_\_

3. Official employee email address: \_\_\_\_\_

4. Workplace location: \_\_\_\_\_

5. Workplace Line Manager/Principal: \_\_\_\_\_

6. Return to workplace date (Note 3 day's notice required): \_\_\_\_\_

7. Purpose for return to workplace:

**8. Please answer the following questions.**

\*If you answer **yes** to any of these questions, we strongly advise that you seek medical advice before returning to the workplace

	Yes	No
Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been advised by a doctor to self-isolate at this time?	<input type="checkbox"/>	<input type="checkbox"/>

9. **The Department of Health have identified people who are in a vulnerable or "at risk" category.** Please confirm if you are in this category, have been advised



by a doctor to cocoon at this time or have a household member who is in this category

Yes  No

10. **If you answered yes to question 9**, please confirm, in advance of completing this form, that you have made your line manager/principal aware and that the necessary arrangements are in place to support you while in attendance in the workplace

Yes  No

**11. Please tick to confirm your agreement with the following**

If I become unwell before, during or after my attendance in the workplace, I will make my line manager/principal aware immediately	<input type="checkbox"/>
I will advise my line manager/principal if there are any other circumstances relating to Covid19, not included above, which may need to be disclosed to allow my safe return to work	<input type="checkbox"/>
I am willing to undergo temperature testing in the workplace if it is implemented under public health advice and in line with DDLETB decisions	<input type="checkbox"/>
If any of the details/answers on this form change, I will immediately inform my line manager/principal and will not return to the workplace until a new form has been completed and approval from line manager/principal has been given	<input type="checkbox"/>

**Signature**

**Date Completed**

**Please return completed form to School**

**Your privacy**

The information requested on this form is required to comply with our legal obligation to protect the health of our staff and maintain a safe place of work, and in the substantial public interests of complying with the current restrictions for minimising risk to public health. The information will be used in strictest confidence by your direct line manager/principal and DDLETB management as appropriate and in keeping with the obligations



above. The information will be kept securely, and will be retained for the minimum time necessary, depending on the duration of the current emergency and related restrictions. You will have a right to request a copy of this completed form as long as we retain it, and if you have any questions or concerns about your privacy rights, you can contact the Data Protection Officer in DDLETB at [DataProtection@DDLETB.ie](mailto:DataProtection@DDLETB.ie)

### Appendix 13 Staffing temporary / flexible arrangements March 2021

There have been some temporary arrangements/flexibilities put in place for certain staff groups:

- Staff aged over 60: flexibility in return, until school reopens fully
- Pregnant staff: flexibility in return (now considered in high risk category), until school reopens fully
- Teachers on parental leave or unpaid leave (Info Note: TC 0003/2021)

SNA on parental or unpaid leave (Info Note: TC0004/2021)

School Transport : operates as normal, but school to liaise with local transport services

Contact tracing within the school setting will resume when schools re-open

DLP/DDLP: available to be contacted

LWR : should be available if required to deal with any concerns arising regarding compliance with the guidance Lead Worker for the phased reopening.

### Appendix 14 Suspected COVID-19 Symptoms – Isolation Record Form

Isolation Team Member: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Time: \_\_\_\_\_

Name of School	St. Mac Dara's C.C.	School Contact Person	Derek Ward
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Address of School	Wellington Lane, Templeogue, Dublin 6W.	Phone No:	01 4566216	Email:	stmaccaras@ddletb.ie
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Name of Student		Class	
Year Head		Tutor	

Symptoms	
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### Movement of Student for the Day

By What Means do you travel to school		Any Contact with Students	
Name of Students			
Was Masks Worn		Was Social Distance Maintained	

Time of Arrival at School		Waiting Area		Any Contact with Students	
Name of Students					
Was Masks Worn		Was Social Distance Maintained			

Time Entered the Building		Entrance		Was Mask Worn	
Proceeded to Room		Via			

Registration Room		Sat at Pod Desk		Right Hand Side		Left Hand Side	
Front		Masks Worn		Exited Room to go to Room			
Via							

## St. Mac Dara's Community College COVID-19 Response Plan

### Suspected COVID-19 Symptoms – Isolation Record Form – Senior Cycle

Isolation Team Member: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Time: \_\_\_\_\_

Name of School	St. Mac Dara's C.C.	School Contact Person	Derek Ward		
Address of School	Wellington Lane, Templeogue, Dublin 6W.	Phone No:	01 4566216	Email:	stmaccaras@ddletb.ie

Name of Student		Class	
Year Head		Tutor	

Symptoms	
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### Movement of Student for the Day

By What Means do you travel to school		Any Contact with Students	
Name of Students			
Was Masks Worn	Was Social Distance Maintained		

Time of Arrival at School	Waiting Area		Any Contact with Students	
Name of Students				
Was Masks Worn	Was Social Distance Maintained			

Time Entered the Building	Entrance	Was Mask Worn	
Proceeded to Room	Via		

Registration Room	Sat at Pod Desk		Right Hand Side		Left Hand Side	
Front		Masks Worn		Exited Room to go to Room		
Via						

Period 1 - 8.48 – 9.28 a.m.	Room		Subject		Teacher	
Sat at Pod Desk	Right Hand Side			Left Hand Side		Front
Masks Worn	Exited Room to go to Room		Via			

Period 2 – 9.28 – 10.08 a.m.	Room		Subject		Teacher	
Sat at Pod Desk	Right Hand Side			Left Hand Side		Front
Masks Worn	Exited Room to go to Room		Via			

Break – 10.08 – 10.20	Exited Room to make way to Break Area			Via	
Any Contact with Students		Masks Worn		Was Social Distance Maintained	
Name of Students					
Entered Building via		Made Way to Room		Via	

Period 3 – 10.20 – 11.00 a.m.	Room		Subject		Teacher	
Sat at Pod Desk	Right Hand Side			Left Hand Side		Front
Masks Worn	Exited Room to go to Room		via			

Period 4 – 11.00 – 11.40	Room		Subject		Teacher	
Sat at Pod Desk	Right Hand Side			Left Hand Side		Front
Masks Worn	Exited Room to go to Room		Via			

Period 5 – 11.40 – 12.20	Room		Subject		Teacher	
Sat at Pod Desk	Right Hand Side			Left Hand Side		Front
Masks Worn	Exited Room to go to Room		Via			

Lunch – 12.00 – 1.00 p.m.	Exited Room to make way to Lunch Area			Via	
Any Contact with Students		Masks Worn		Was Social Distance Maintained	
Name of Students					
Entered Building via		Made Way to Room		Via	

Period 6 – 1.00 – 1.40 p.m.	Room		Subject		Teacher	
Sat at Pod Desk	Right Hand Side			Left Hand Side		Front
Masks Worn	Exited Room to go to Room		Via			

Period 7 – 1.40 – 2.20 p.m.	Room		Subject		Teacher	
Sat at Pod Desk	Right Hand Side			Left Hand Side		Front
Masks Worn	Exited Room to go to Room		Via			

Period 8 – 2.20 – 3.00 p.m.	Room		Subject		Teacher	
Sat at Pod Desk	Right Hand Side			Left Hand Side		Front
Masks Worn	Exited Room to go to Room			Via		

Period 9 – 3.00 – 3.40 p.m.	Room		Subject		Teacher	
Sat at Pod Desk	Right Hand Side			Left Hand Side		Front
Masks Worn	Exited Room to go to Room			Via		

### Wednesday

Period 7 – 12.20 – 1.00 p.m.	Room		Subject		Teacher	
Sat at Pod Desk	Right Hand Side			Left Hand Side		Front
Masks Worn	Exited Room to go to Room			Via		

### RECORD OF PROCEDURES FOLLOWED

Student	Presented to Reception from Room	Via
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Symptoms	Office made contact with
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Appendix 15 Cleaning March 2021

Maintenance of supplies of cleaning equipment i.e. tissues, hand sanitizer, warm water, soap, detergents for all rooms in the building.

Regular daily cleaning of the building including cleaning of all common touch surfaces i.e. equipment, switches, sills, keyboards, tables, chairs, screens, handles.

Hand sanitizing stations with checked acceptable hand sanitizer throughout the building and at entrances including standalone sanitizing stations at entrances.

Staff and Student and training and protocols for regular cleaning on entering and leaving rooms as explained earlier.

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Signed: Pamela Kews Date: 1/3/2021

Chairperson Board of Management

Signed: Derek Ward Date: 1/3/2021

Principal